

## **Deans and Department Heads Meeting**

**December 1, 2011**

**MCS 108**

### **Minutes**

Present: N. Allen, T. Bankston, T. Badgett, B. Davidson, R. Ehlers, G. Engdahl, S. Eoff, M. Fortin, C. Gaulden, K. Heineman, C. Jones, L. Lucksinger, S. Magnan, B. May, L. Mayrand, J. Miazga, L. Musgrove, J. Osterhout, D. Scott, M. Sleutel, S. Snowden, J. Summerlin, P. Swets, S. Tomlin, S. Wahl, A. Wallace, R. Wilke, S. Wilkinson, R. Zarnowski

### **Minutes**

1. Topic: Minutes

The minutes were approved with no changes.

Responsible Party: N. Allen

### **Old Business**

2. Topic: Assessment (Karen Shumway)

K. Shumway reported that the assessment process is going well. There are several faculty members who will be attending the SACS Annual Convention in Orlando, Florida, in December.

Responsible Party: N/A; Informational

3. Topic: 2010 Data/SACS (Brian May)

The SACS monitoring report is due in April. S. Logan and C. Braden have indicated that the 2010 data already entered in Rampart is on target. The next SACS site visit is scheduled for April 2013. With Dr. Limbaugh's departure, some changes have been made to the departments formerly under Strategy, Planning and Policy. IT will move under Finance and Administration. Institutional Research and Accountability will move under Academic Affairs. S. Logan has been appointed the new SACS liaison.

Responsible Party: N/A; Informational

4. Topic: Advise-a-RAMa (Nancy Allen)

There was a 25% increase in the number of students advised fall 2011 compared to the number advised last year. N. Allen thanked the faculty and professional advisors for making the event a success. Advise-a-RAMa will be held again in future semesters with appropriate modifications.

Responsible Party: N. Allen

### **New Business**

5. Topic: Posting Final Grades (Brian May)

B. May asked that members remind their respective faculty to complete the submission of final grades in a timely manner to ease the online reporting.

Responsible Party: Department Heads

6. Topic: South Korean Exchange Program (Sharynn Tomlin)

S. Tomlin reported that the 1+3 program Sejong University in South Korea will begin spring 2012. ASU estimates 100 students will participate in the program in the first year. S. Tomlin is working with the registrar's office to make sure the classes offered at Sejong University are compatible with classes offered at ASU.

Responsible Party: NA; Informational

7. Topic: Provost Search (Brian May)

The search to fill the position of Provost and Vice President for Academic Affairs will begin in January. The search committee plans to conduct interviews in late spring and to fill the position by the end of May.

Responsible Party: N/A; Informational

### **Round Table**

Steve Snowden

- The Faculty Senate is recommending a change to OP 06.01 so that it will be more in line with the Texas Tech policy. Department heads would be known as department chairs and serve a three-year term if the change was made. It was recommended that the department heads get feedback from their faculty and submit it through the proper channels.

Maurice Fortin

- The handouts were distributed to accompany the most recent library newsletter.
- A proposal has been submitted to remodel the group study rooms in the basement and on the second floor of the library so that they will be comparable to the first floor study rooms. The proposal also includes additional individual workstations on the second floor.
- Students are taking advantage of the laptop checkout.

John Miazga

- The College of Education will be holding a data conference at the LeGrand Center to review the SACS/NCATE data. All faculty will be invited.
- incoming freshmen to bring laptops since there seems to be a shortage of computers in the library.

Stephen Magnan

- Thanks to faculty members for assisting students struggling with advising.
- It is helpful if members planning to attend commissioning events R.S.V.P. because an accurate headcount means adequate seating.
- The cross-town agreement with Howard College is in the process of starting again.
- The cadet change of command has been completed.

Nancy Allen

- Faculty members may begin posting syllabi and vitae in order to comply with HB 2504. An email is forthcoming with instructions and deadlines.

Sharynn Tomlin

- Thanks to all who helped with advising for the Korean students.
- Vacancies remain in the Faculty Mentor Program for Study Abroad.
- The study abroad trip to Africa has been cancelled because of security issues in the country.
- Most of the study abroad programs are already full.

Brian May

- At this time, it does not appear as though any funds will have to be returned to the state.

**Adjournment**